

## **National Conference on Water-Quality Field Activities**

Orlando, Florida

November 19-22, 2002

### **Conference Organizers:**

Kathy Fitzgerald ([kkfitz@usgs.gov](mailto:kkfitz@usgs.gov))

Bruce Bernard ([bbernard@usgs.gov](mailto:bbernard@usgs.gov))

Lisa Garcia ([lagarcia@usgs.gov](mailto:lagarcia@usgs.gov))

Doug Glysson ([gglysson@usgs.gov](mailto:gglysson@usgs.gov))

Dan Hippe ([djhippe@usgs.gov](mailto:djhippe@usgs.gov))

### **PRESENTERS**

We will have a laptop computer and LCD projector for all presentations. All presentations must be in Microsoft Powerpoint; **no overheads**. Presentations can be brought to the conference site on a CD-R and/or they can be emailed to [kkfitz@usgs.gov](mailto:kkfitz@usgs.gov) prior to the conference; **no zip disks**. You must use the conference laptop computer. You will not be able to use your own laptop. Please send a short abstract to [kkfitz@usgs.gov](mailto:kkfitz@usgs.gov) by Wednesday, Nov. 6. Abstracts will not be published but will be handed out to attendees.

Many tips for effective presentations can be found on the Presenters University website at: <http://www.presentersuniversity.com/courses/index.cfm>

### **Instructions for Session Chairs, Displays, and Posters**

#### **SESSION CHAIRS**

Session Chairs should contact each speaker in their session and confirm that they will be making the presentation listed on the agenda. Make sure that their presentation will be focused on the field aspects of their topic. The agenda allows for each talk to be 15 minutes with 5 minutes for questions. If some talks need to be longer or shorter, you can adjust the lengths of the presentations within your session. Your task at the Conference will be to keep the presentations on schedule. We will use timing lights.

#### **VENDOR DISPLAYS**

The displays will be in the Michigan and Ontario Rooms, which will be secured each evening. A 6' table will be provided. If special accommodations such as no table, more space, electricity, or an easel are needed, please contact Doug Glysson ([gglysson@usgs.gov](mailto:gglysson@usgs.gov)) to make appropriate arrangements. Displays should be set up by 1:00pm Monday and should be removed by 9:00pm Wednesday.

#### **DEMONSTRATIONS**

The Wednesday and Thursday demonstrations will take place in the Okeechobee 1, Okeechobee 2, and Kissimmee Rooms as well as on the covered Okeechobee Patio and in the adjoining parking lot area. If you have special requirements, such as LCD projectors, internet connection, power, etc., please contact Kathy Fitzgerald ([kkfitz@usgs.gov](mailto:kkfitz@usgs.gov)) or Doug Glysson ([gglysson@usgs.gov](mailto:gglysson@usgs.gov)).

## **POSTER SESSIONS**

Posters will be displayed in the Michigan and Ontario Rooms. Posters can be any reasonable size, but must be self-supporting. The motel won't allow them to be attached to the walls. Tables will be available for setting the posters on. The hotel won't allow posters to be secured to the walls. Standard foam backing board size is 32" x 40". Posters should be set up by 10am on Thursday morning and can be removed after the Friday morning break. If you require a poster board (foam backing board) or other special accommodations, please contact Kathy Fitzgerald ([kkfitz@usgs.gov](mailto:kkfitz@usgs.gov)).